

Human Resources**AP 7310 NEPOTISM****References:**

Government Code, Sections 1090 et seq. and 12940 et seq.

The employment of relatives, immediate family members, or domestic partners in the same facility, department, division, office, or line of supervisory authority can cause serious problems in the work place which adversely affect productivity, morale, confidentiality, safety, security, and can create conflicts of interest. The employment of relatives, immediate family members, or domestic partners can adversely impact the nature of the necessary working relationships between supervisors and employees and between co-workers. Such employment can raise issues which adversely affect the public trust and confidence in the fairness and efficiency of the employment policies and operations of the District. These issues may be raised as:

- real or perceived favoritism;
- scheduling conflicts;
- personal conflicts;
- hostility in the work place;
- claims of preferential treatment;
- the award of better working conditions, promotions, transfers or assignments;
- the compromise or suspected compromise of confidential or privileged information or records;
- alternation or destruction of records; and/or
- the suspected or actual loss or destruction of District property or financial assets.

A. "Relatives" or "members of an immediate family" are defined in Board Policy 7310 as father, mother, brother, sister, spouse, child, grandchild, stepfather, stepmother, stepson, stepdaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandfather-in-law, grandmother, grandmother-in-law, foster parents in lieu of father or mother, foster children or family members living in the immediate household. Pursuant to BP 7510 titled Domestic Partners, a domestic partner and his/her/their immediate family members shall have, insofar as permitted by California law, the same consideration as a spouse.

B. At anytime that an immediate family member or a relative of a member of the Board of Trustees is being considered for employment in any regular full-time, part-time, or hourly capacity by the District, said member of the Board of Trustees shall make known the family relationship before action is taken.

- C. Relatives or immediate family members of current District employees may be hired by the District as employees, promoted, or transferred but the District may consider the following issues before taking these personnel actions:
1. will the individuals concerned work in a direct supervisory relationship with one another, or be in the same line of authority or supervision;
 2. will the individuals concerned work in divisions, departments, offices, or facilities which would allow or require that their work or work products are shared or dependent on one another;
 3. will the employment, promotion or transfer pose any reasonably foreseeable problems or conflicts involving supervision, security, confidentiality, performance, or morale.
- D. Current District employees are strictly prohibited from participating in, or influencing or attempting to influence the selection process or employment, promotion, or transfer of a relative or immediate family member as described in Board Policy 7310.
- E. Current District employees are strictly prohibited from participating in, or influencing or attempting to influence decisions regarding admission, financial aid, work-study, student hourly employment or internship for students or prospective students who are their relatives or immediate family members as described in Board Policy 7310.
- F. The District reserves the right to take prompt action to prevent the attempt of any relatives or immediate family members from influencing any personnel action.
- G. No personnel action will be based on an individual's status as a relative or immediate family member of a current District employee except in the following circumstances:
1. for business reasons of supervision, safety, security or morale, or direct reporting relationship; and
 2. for business reasons of supervision, safety, security or morale, the District may refuse to place both members of an immediate family in the same department, division or facility if the work involves reasonably foreseeable conflicts of interest.
- G. Applicants for employment must declare on their District applications their relatives or immediate family members who are current District employees. Present employees who become relatives or members of the same immediate family must notify their supervisors and/or the Human Resources Office. Any supervisor who receives a report of change in status of two employees such that they become relatives or immediate family members of one another will notify the Human Resources Office. If that relationship causes or it is reasonably foreseeable that it will cause a conflict of interest or any of the problems listed above in this procedure, the District will make every attempt to reassign one of the employees or will make arrangements which mitigate the problems until such a transfer is possible.

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: 12/10/08

Date Revised:3/28/11

Dates Reviewed: 5/15/19; 3/2/26